

FIRE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level positions of the classified service, the primary responsibilities of which include processing department records and reports. Fire Records Clerks receive, sort, prepare, and organize records, reports, correspondence, or other information for use by department personnel. Employees of this class input data which is electronically stored on computer storage media for proper filing in accordance with established procedures. Fire Records Clerks report to and have work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives, reviews, processes, and files department records, reports, correspondence, and other materials in accordance with departmental procedures. Determines subject matter, and sorts according to filing procedures. Stamps material to be filed to record the date and time of receipt.

Enters routine information in department records and fills out all forms or records required or assigned. Checks records and reports for completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports, or returns them for correction. Extracts information or summarizes contents of files for use by department personnel. Compiles and organizes data needed for reports.

Operates a computer terminal with word processing or database system software to process paper documents, or to enter data which is electronically stored on computer storage media. Retrieves information or documents from the files and computer database.

Processes departmental records utilizing other office equipment including typewriter, copying machine, facsimile machine, calculator, or adding machine.

Processes incoming and outgoing mail, and interdepartmental correspondence for the department. Acts as receptionist to department visitors; answers telephones; and types letters, forms,

memos, statements, and other assigned documents.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must not be less than eighteen (18) years of age.

OFD	10-23-96
Rev	12-13-01
	03-22-06
	04-17-09
	09-02-15